

ADDENDUM 1 TO THE
Request for Proposals
For
Architectural Services for Madison County, Virginia
RFP# 190802

Issue Date: August 2, 2019

Madison County
302 Thrift Road/P.O. Box 705
Madison, VA 22727

REQUEST FOR ARCHITECTURAL SERVICES PROPOSALS

Madison County requests proposals for architectural services from qualified firms for the following projects:

- Madison County's Administration Center Consolidation,
- Master CIP/Asset Management Plan Update,
- Courthouse Safety Renovations,
- Preconstruction and Project Management Services, and
- Other work on a task-by-task basis.

A full copy of the request for proposals package is available at www.madisonco.virginia.gov. Proposals are due on September 3, 2019 at 2:00 PM. Disadvantaged Business Enterprises (Small/MBE/WBE firms) are encouraged to submit proposals.

August 21, 2019

The following is intended to provide consistent and uniform information to all proposers and to answer questions received to date:

Question 1 *It appears that the health department is or has relocated. Is that true and if so where are they going?*

Response: Madison County's branch of the Virginia Department of Health has relocated to 1480 N Main St Suite A; Madison, VA 22727. Madison County does not own that property and is not directly involved in the lease or improvement arrangement there the landlord there.

Question 2 *For the CIP/Asset Management Plan. Is this task just updating the current CIP document (2012-2106) or do you want it to be redone in a different format or manner?*

Response: Updating and reconfiguration of the facilities study into a format that is more usable by County officials is desired. For example, there should be an inventory of all County real estate and a winnowing to get to specific properties/buildings that would be studied. The final report might feature, for each site studied, a summary sheet, a one-page draft CIP sheet, a table of contents for all supporting documents and research (i.e. architect-preferred reports, available as-built drawings, HVAC evaluation reports, leases or deeds, etc. as they are available to and collected by the consultant.)

Question 3 *What materials are available to support the proposals for the facility consolidation project?*

The County has floor plan sketches for the current administration building (414 N. Main Street) and the pre-construction architectural drawings for the former health department building (410 N. Main Street). These will be provided to shortlisted architects for use during their preparation for the interview phase of the procurement process.

Question 4 *A. Please elaborate on the request for specimen projects. B. On page 5, V.E, "A specific list of three most similar projects in terms of project type, scope, scale proximity to Madison and client..." Please advise whether you would like this list included in AE-6 or as a separate tab in our response.*

The RFP asks for three representative projects (see language at Sec. V. Item E on page 5 and Attachment F on page 29). The County would prefer to not have to wade through long and previously prepared project lists to find these. A separate listing for each anticipated project would be appropriate. A premium should be put on clarity, so it is up to the proposer as to whether the forms or separate tab should be used.

Question 5 *Page 24 – Attachment I, "Proposers are encouraged to include on-call/term contract proposals". Please confirm that we are encouraged to describe our on-call/term contracts within our submission such as within the AE-6 Form.*

Again, a premium should be put on clarity, so it is up to the proposer as to whether to use the forms or present a separate articulation for other services such as on-call arrangements.

Question 6 *Proposal Checklist - Lists Attachment H: Anticipated Projects. The anticipated projects is Attachment I and Attachment H is Exceptions to RFP and lists RFP #109204 for Solid Waste Management Services Proposals (which is not this RFP). Please confirm we do not need to provide Attachment H Exceptions to RFP.*

Proposers should use their judgement in working around obvious typographic and word processing errors in the RFP. The exception form can be used if there are any exceptions or objections to the RFP or procurement process in general and is not required.

Question 7 *Proposal Checklist – A. Letter of Interest - asks to “include Marketing material created specifically for this Proposal” in the Letter of interest. Typically the AE-6 form covers material specific to the RFP. Does the letter of interest include all of the marketing information related to this proposal? Please confirm what the intention is for this item on the checklist. B. “General Purpose Marketing Material Not Specifically Created for this Proposal” – Please confirm the intention of this checklist requirement. Are firms required to submit general purpose marketing?*

The intention of the checklist is to help proposers compile a proposal that is consistent in format and includes all items requested in the RFP. The County would prefer to avoid having to process large volumes of superfluous material; in some cases it is difficult to distinguish that from what was developed in response to a given RFP.

Note that this Addendum 1 is intended for information only, but it does contain an amended proposal checklist. There are no adjustments to deadlines or project schedules, and additional addenda are not anticipated at this time.

Amended Proposal Checklist

ARCHITECTURAL SERVICES FOR MADISON COUNTY, VIRGINIA

RFP#190802

NUMBER OF ADDENDA RECEIVED: _____

- ☐ Attachment A: Vendor Data Sheet (as the cover page)
- ☐ Letter of Interest (if any), Including Marketing Material Created Specifically Created for this Proposal
- ☐ Attachment B: Proof of Authority to Transact Business in Virginia
- ☐ Attachment C: Non-Collusion Statement
- ☐ Attachment D: Contractor Statement
- ☐ Attachment E: Risk Management Insurance Checklist
- ☐ Attachment F: Virginia DGS forms AE-I thru AE-6
- ☐ Attachment G: Proprietary Information
- ☐ Attachment H: Anticipated Projects
- ☐ Attachment I: Proposal Checklist (Amended for Addendum 1)
- ☐ General Purpose Marketing Material Not Specifically Created for this Proposal
- ☐ Six (6) hard copies of the full proposal, each bound with all documentation in a single volume
- ☐ One (1) electronic copy of the proposal in a single file in Word or pdf format on a thumb drive.

Offeror

By (printed name)

Signature

Title